

Meeting Information

Meeting Name: KK4 Commitment Control Overview (External)
Scribe: DeVal Lott
Facilitator: Todd Hall
Date: June 21, 2005
Time: 1:00pm – 4:30pm
Location: Suite 1514A West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	Kaye Carter	OPB	
+	Joy Thomas	DNR	
+	Kisha Wesley	DOT	
+	Angie Robinson	DOT	
+	Brent Knowles	Audits	Lee Whitesides
+	Greg Nelson	DTAE	
+	Ken Kincaid	DOR	
+	Sherry Forrester	Agriculture	
+	David Howell	Corrections	
+	Ken Nash	Corrections	
+	Lynn Vellinga	SAO	
+	Bart Haberbosch	SAO	
+	Brian Hampton	SAO	
+	Elizabeth Price	SAO	
+	Dan Dollar	SAO	
+	Sherrie Southern	SAO	

	Name	Organization/Department	Substituting For
+	Nora Wolfe	SAO	
+	Susan Banks	SAO	
+	Thomas Clark	SAO	
+	Tom Fruman	GTA	
+	Kyle Morton	Accenture	
+	Eloise Walker	SAO	
+	Yolanda Neal	DNR	
	Project Staff		Role
+	Todd Hall	Accenture	KK Lead

Agenda

Item No.	Topic	Presenter
1.	Introductions	Todd Hall
2.	What is commitment Control (KK)	
3.	What changed between BCM and Commitment Control	
4.	Current Decisions to be made	
5.	Requirements captured so far	
6.	Current Structure	
7.	Proposed New Structure	
8.	Next Steps	
9.	Questions & Answers	

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1	Introductions Introductions were made by the group and the agenda was discussed.
2	What is Commitment Control (KK) Commitment Control took the place of BCM in version 8.8. It is written in a different language. It is designed to track budget and control commitments. It is essentially a one stop shop for income statements.
3	What Changed between BCM and Commitment Control Ledger budg does not exist in version 8.8. The ledger is “KK Ledger”. It is a more robust and flexible tool. KK has different ledgers for specialized needs.
4	Current Decisions to be made <ul style="list-style-type: none">• What Statistical Budgeting requirements are needed? It was determined that vehicles, positions, and clients are the only statistical data captured.• Variety of control options given to agencies. Agencies may select whether to Control or Track depending on the ledgers needed to conduct business• How will we budget the Federal Ledger? This will be determined after the agencies review the new structure and provide feedback to SAO• Who will use Project Budgets? This will be determined after the agencies review the new structure and provide feedback to SAO• Will we budget at Product and/or Chartfield2 (special purpose acct)? Optional for agencies

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
5	<p>Requirements captured so far</p> <ul style="list-style-type: none"> • Automatic feed of multiple levels of budgets – We will design the BUDJRN LX process to feed higher level budgets when practical • Identify Budget Amendments – Customized budget journal header page with field to capture amendment numbers • True Control at Program Level – Program budget is first layer of design. Complies with Appropriation Act • Funding Source at summary level needed at Program Level – Design to require funding sources at State, Federal and Other rollup level • Control at Department (ORG) level – Agencies may select to Control or Track • Control or Track by detail (Sub)Class – Agency can select whether to control or track within the (sub)class ledger group • Control at Sub-Program level – Must either control at Department level (ORG), or add separate sub-program ledger • Track at Sub-Program Level – Track within department budget • Budgeting and Reporting at detail funding source – Budgeting of detail funding sources in REVEST ledger • Optional funding source budgeted within expense budgets – Design will allow for Funding source expense budgeting – agencies decide if they want to do detail or summary • Budget and control or track federal grants – Separate budget definition allowing Control or Track over grant life • Multi-Year overlapping budgets (MYOB) and cumulative budgeting – System can accomplish this task. Exact values to be determined • Statistical Budgeting – Allowed by system • Load Budgets – Specific budget upload process delivered • Ability to Override – delivered and specific security available (SuperUser only) • Tree maintenance and Security – Delivered • Budget Security at various levels – Robust delivered security for commitment control (SuperUser available) • Review of budget exceptions – Drilldown to document available

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
6	<p>Current Structure</p> <p>We have two levels of expense budgeting</p> <ul style="list-style-type: none"> • Control at Appropriations Level (prioritized program) • Budget and Track at ORG level • Detail level reporting in addition to the other levels <p>Revenue Budgets created to capture Funding Source data</p> <p>Automatic Feed of Appropriations budget and Revenue budgets from values derived from ORG</p> <p>ORG Structure and Project Reporting Trees used to report Program information</p> <p>No real control at program level. Reports are used to tie expenses to revenue</p> <p>Budgets developed manually from appropriations bill – entered into Peoplesoft and Budget.net</p> <p>Note: the upgrade process will convert current budgets to the 8.8 structure.</p> <p>See flow chart on page 8</p>
7	<p>Proposed New Structure</p> <ul style="list-style-type: none"> • Program Budgeting (designed around the appropriations act) – ties to the appropriation bill, entered into budget.net, required by appropriations act • (sub)Class detail budgeting required by OPB • Department budgeting (ORG) reduced in scope • Revenue Estimate (REVEST) use to capture Detail Funding Sources • Separate project budgeting used to capture projects • Separate Federal Grant Budgeting available • Control or Track available for each expense budget ledger group (policy may dictate this action) <p>See flow charts beginning on page 9</p>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
8	Next Steps <ul style="list-style-type: none"> Agencies need to determine how their business needs are reflected in this structure (See Action Item # 1) Incorporate decisions made in today's meeting into the Design Document Define and Communicate Guidance on New Policy Design specific chartfield rollups structure and detail values Design specific agency budget definitions
9	Questions & Answers <p>A couple of questions were asked:</p> <p>1) Will the agencies have to wait for budget journals to be created until after the Dept. of Transportation finishes? Yes</p> <p>2) Will budget personnel have early access to version 8.8 in order to get budgets loaded prior to go live? Yes – budgets will be entered into a staging table and will be uploaded at go live.</p>

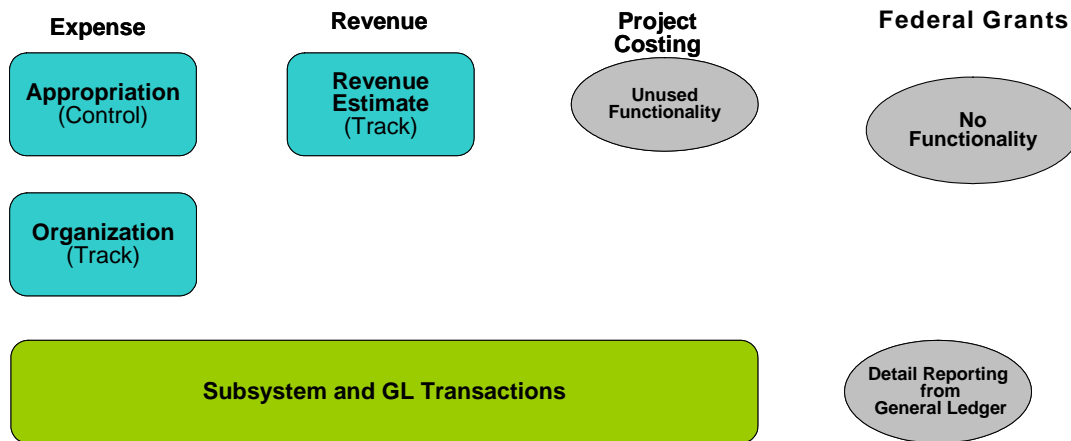
Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	6/21/05	Agencies will be sent a handout explaining the new structure	Agencies are asked to provide feedback on the new budgeting structure.

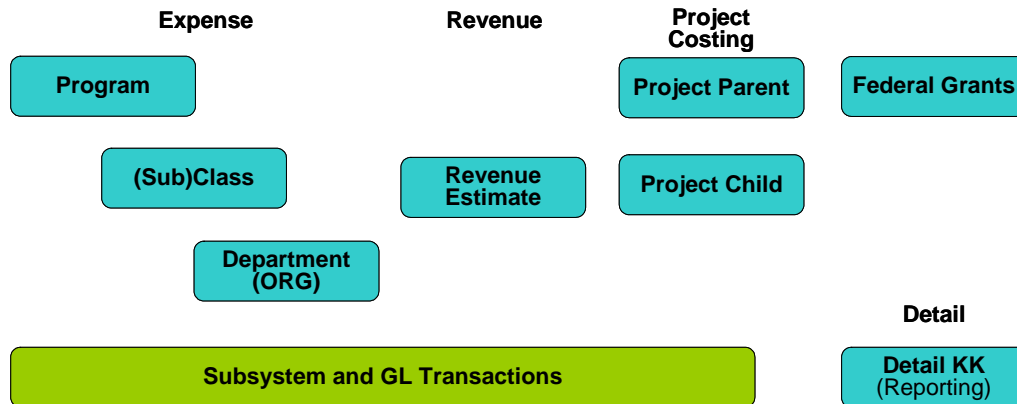
Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	<p>ID level of control for DTAE, DNR and GDC – parking lot issues were discussed and resolved prior to the end of the meeting.</p> <p>It was determined that the new structure would serve DTAE and GDC in the new version.</p> <p>It was noted that DNR wants to control at the sub-program level.</p>

Current Budget Structure



Proposed Future Budget Structure



Expense Budgets – Structure Concepts



Expense Budgets – Ledger Concepts

Program	<ul style="list-style-type: none"> • Control Budget • Utilizes the Program ChartField • Ties to Appropriation Bill • Summary Level Funding Source (Federal, State, Other)
(Sub)Class	<ul style="list-style-type: none"> • Used for Detail (Sub)Class Budgeting • Does not require Funding Source • Agency can Determine if Control or Track • Total of (Sub)Class must equal Total Programs
Department (ORG)	<ul style="list-style-type: none"> • Agency can Determine if Control or Track • Lower Level Budgets • Project Budgets (ChartField) will not be used here • Agency Optional ChartFields Must be Required on All Transactions • Sum of Department Budgets ties to Total Programs

Expense Budgets – Ledger Chartfields

Program	<ul style="list-style-type: none"> • Program at Higher Level • Funding Source (Federal, State, Other) 	
(Sub)Class	<ul style="list-style-type: none"> • (Sub)Class at Detail Level • Program at Higher Level 	
Department (ORG)	Required ChartFields <ul style="list-style-type: none"> • Fund • SubProgram • Department (ORG) • (Sub)Class at Detail Level • Account (Rollup Level) 	Optional ChartFields <ul style="list-style-type: none"> • Funding Source

Revenue Budget – Ledger Concept

Revenue Estimate (REVEST)

- Funding Source - Detail
- Fund
- Department (ORG)
- Program (Sub)

Project Costing Budgets

Project Parent

- Allows for Budgeting by Project ID as a separate from Other Budgets
- Will replace Budgeting of Projects via the ORG Budget
- Agency can Determine if Control or Track
- Can Control or Track Budgets over Project life (Range of Dates)

Project Child

- Agency can Determine if Control or Track
- Can be the same as the Parent, or budget at a finer granularity
- Can Control or Track using optional Project Only ChartFields

Federal Grant Budget

Federal Grant (FED_BUD)

- New Functionality
- Budgeting by Detail Federal Funding Source (CFDA#)
- Allows Budgeting and Reporting by Federal Fiscal Year
- Allows Control or Track of Budgets based on Grant Dates

Detail Budget Reporting

Detail Reporting (DETAIL_KK)

- New Functionality
- Captures ALL Expense Transactions
- Ease of Reporting at the lowest level, where there is no budget.
- “Track w/o Budget”
- Can record ALL General Ledger chartfields
- Replaces reporting of Pre-Encumbrances and Encumbrances from General Ledger

Expense Budget Sub-Program

**Sub-Program
(SUB_PROG)**

- Only used if there is need to Control at Sub-Program
- Control at Department (ORG) would accomplish same purpose
- Agencies will to provide a Business need for this Ledger Group to be configured.
- Could be combined into the (Sub)Class Ledger Group

ChartFields are:

- Program at Sub-Program Level
- Others TBD